



ISO 9001:2015

DISHA COLLEGE, RAIPUR

Disha Park, Building 1, First Floor, Ram Nagar-Kota Marg,
Behind NIT and Hotel Piccadilly, Raipur (C.G.) 492010E-mail: principal.dishacollege@dishamail.com
Web site: www.dcindia.in
Contact No. : 0771-4349400, 96300-04411

Date: 08-Nov-2021


IQAC Meeting Notice

The second meeting of IQAC is scheduled on **09-Nov-21** at 02:00 PM in room no 1117, DishaCollegeRaipur, C.G. The agenda of the meeting is as follows: -

Agenda:



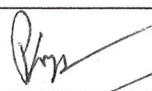
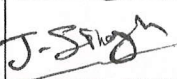


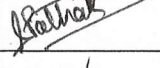
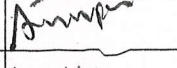
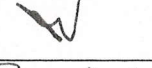
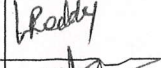
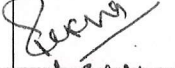


1. Review ATR and approval of MOM of IQAC meeting held on 17/06/2021.
2. Review and finalize the Strategic Perspective Plan and form a roadmap for deployment of Strategic Perspective Plan.
3. Review of feedback taken and discussion on new format of feedback form according to NAAC.
4. Review the measures to be taken for Academics: -
 - a) Syllabus completion report.
 - b) Discussion on the result of Internal/ Mid-term exams.
 - c) Monitoring of progress reports of projects of final year students.
5. Discussion on Activities:
 - a) Workshop on Training & Development for Placement Assistance.
 - b) Sports Activities: Inter-departmental –Indoor & Outdoor team and individual events.
 - c) Discussion on the status of the activities according to calendar by each department.
6. Any other issue with the permission of the chairperson.


Mrs. A. Pooja Narayan
IQAC Coordinator


Dr. A. K. Tiwari
IQAC Chairperson & Principal

Cc:

To all members of IQAC

S.No	Name	Signature	S.No	Name	Signature
1.	Mrs. Komal Jain, Management representative, DES		8.	Mr. A.K. Gupta	
2.	Dr. Prafulla Vyas		9.	Mr. Jasvinder Singh, Business man	
3.	Dr. Vandana Sharma		10.	Mr. Rudransh Patel, B.Sc. (C.S.) (Student)	
4.	Mrs. Seema Pathak		11.	Mr. Anupam Guha,	
5.	Dr. Saumya Tiwari		12.	Mr. Lavan Reddy, HR Addhyaan	
6.	Mrs. Rekha Singh		13.	Mr. Jagdish Patel (Stakeholder)	
7.	Mrs. Kamaljeet Kaur				

Principal

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Minutes of Meeting

Date/Time : 09-Nov-2021
Venue : Room no. 1117
Minutes Taken by : IQAC Coordinator
Chair Person : Chairperson IQAC

The following members of the IQAC were present in the meeting:

S.No	Name	Signature	S.No	Name	Signature
1.	Dr. A. K. Tiwari IQAC Chairperson & Principal		8.	Mrs. Rekha Singh	
2.	Mrs. A. Pooja Narayan IQAC Coordinator		9.	Mr. A.K. Gupta	
3.	Mrs. Komal Jain, Management representative, DES		10.	Mr Jasvinder Singh, Business man	
4.	Dr. Prafulla Vyas		11.	Mr. Rudransh Patel, BSc (C.S.) (Student)	
5.	Dr. Vandana Sharma		12.	Mr. Anupam Guha ,	
6.	Mrs. Seema Pathak		13.	Mr. Lavan Reddy, (HR Addhyaan)	
7.	Dr. Saumya Tiwari		14.	Mr. Jagdish Patel (Stakeholder)	

The IQAC Chairperson and Principal, Dr. Anil Tiwari, presided over the chair and extended a welcome to the members during the second IQAC Meeting. The meeting covered the following agenda items, and resolutions were adopted accordingly.

Agenda-1: Review ATR and approval of MOM of IQAC meeting held on 17/06/2021.

Resolution:

The Action Taken Report (ATR) on the agenda items from the previous meeting was presented to the members and reviewed to assess the progress made on each point. As all the points were addressed as decided/directed, the ATR was approved.

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Agenda-2: Review and finalize the Strategic Perspective Plan and form a roadmap for deployment of Strategic Perspective Plan.

Resolution:

The Strategic Perspective Plan, encompassing both long-term and short-term perspectives, underwent a comprehensive review by the members. Subsequently, it was resolved to finalize the plan.

Agenda-3: Review of feedback taken and discussion on new format of feedback form according to NAAC.

Resolution:

The Feedback Analysis Report was presented to the members, and upon reviewing it, it was found to be in order. Therefore, it was resolved to accept the report. Additionally, it was decided to implement the NAAC feedback forms from the next session onwards.

Agenda-4: Review measures to be taken for Academics: -

- a) Syllabus completion report.
- b) Discussion on the results of Internal/ Mid-term exams.
- c) Monitoring of progress reports of projects of final year students.

Resolution:

- a) The Cell reviewed the Syllabus Completion Report and found it to be satisfactory; therefore, it was resolved to approve it.
- b) Following the assessment of the report submitted by the College Council on the outcomes of Internal/Mid-term exams, it has been directed that all Heads of Departments (HODs) are required to submit their plans for remedial classes, if deemed necessary, before November 15, 2021.
- c) Heads of Departments (HODs) from different streams, where project work is integral to the course, are advised to constitute a project evaluation committee. The committee will be responsible for monitoring the progress reports of projects, and the deadline for submission is set for November 15, 2021.

Agenda-5: Evaluation of Activities planned for the session: -

- a) Workshop on Training & Development for Placement Assistance.
- b) Sports Activities: Inter-departmental –Indoor & Outdoor team and individual events.
- c) Activities according to Calendar by each department.



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Resolution:


- a) The coordinator of career guidance & placement cell is instructed to establish a committee. The committee is tasked with formulating the action plan and submitting the pre-activity report by November 15, 2021, followed by the post-activity report later.
- b) The sports incharge is advised to take necessary steps to organize various sports activities.
- c) All activity in-charges are directed to submit detailed reports for the activities already conducted. For forthcoming activities, the in-charges are required to submit probable dates and other relevant details before November 15, 2021
- d) **Agenda-6: Any other issue with the permission of the chairperson.**

Resolution:

As there were no other issues requiring discussion, the meeting was concluded with the Chairperson's permission and a vote of thanks extended to all those in attendance.



Mrs. A. Pooja Narayan
IQAC Coordinator


Dr. A. K. Tiwari
IQAC Chairperson & Principal


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Action Taken Report of first Meeting held on 17/06/2021

Agenda No.	Resolution in the Meeting	Action Taken for implementation and outcomes
1. Reformation of Quality in Academics and Administration. A. Review the measures to be taken for Academics: a) Activity Calendar.	Activity Calendar Approved	Activity Calendar prepared and implemented.
b) Internal /Mid Term Examination	The Internal and Mid Term Examination schedules approved	Mid-term Exams conducted. Pre-University Exams Scheduled for Jan-Feb. 2022.
b) Academic/Annual Calendar, Timetable & Load Chart.	Academic/Annual Calendar, Timetable & Load Chart approved	Implemented.
d) The Orientation programs	c) The Cell has resolved to approve the customary orientation programs, which will be conducted by the respective departmental teams under the overall supervision of Dr. Prafulla Vyas.	Completed
B) Measures to be taken for administration. a) Feedback on Central facilities, such as Library and Computer lab requirements.	a) The need for computers was deemed justified, and as a result, it was resolved to commence the procurement of 40 new computers. The HODs of different departments submitted the lists of books required. All HODs were assigned the task to take Feedback from students of their department.	Computer Purchased. Books Purchased.
b) ISO Certification.	It is resolved to initiate the preparation for the annual ISO surveillance audit.	ISO Recertification was completed in July 2021..


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2. Draft Strategic Perspective plan and SWOC of College.	It was resolved to assign the preparation of the Strategic Perspective Plan and SWOC analysis to senior faculty members, including Dr. Prafulla Vyas, Dr. Vandana Sharma, Mrs. Seema Pathak, Mrs. Rekha Singh, and Mrs. A. Pooja Narayan.	Strategic Perspective Plan and SWOC analysis of the College is prepared.
3. Measures to be taken for NAAC: a) Discussion about NAAC process.	a) All Teaching staff were provided with NAAC Manual	Printed copies of the manual have been provided.
b) Formation of NAAC Steering/Core Committee	b) The NAAC Steering/Core Committee is to be formed.	Committee Formed.
4. Faculty Development: Organize Faculty Development Programs and Workshops for faculty members.	Dr. Prafulla Vyas has been assigned the responsibility of planning and organizing valuable Faculty Development Programs and workshops.	FDP and Workshop organized and report submitted.

Date:01/11/2021


Mrs. A. Pooja Narayan
IQAC Coordinator


Dr. A. K. Tiwari
IQAC Chairperson & Principal


Principal
Disha College, Ram Nagar
Kota Marg, Raipur (C.G.)